

1 Sep 99

MEMORANDUM FOR CHILD DEVELOPMENT CENTER PATRONS

FROM: 821 SPTS/SVR
400 N. Beaver Creek St.
Buckley ANGB
Aurora, CO 80011-9518

SUBJECT: FY 2000 Child Care Fees

1. In compliance with the Military Child Care Act of 1996, fee categories for child care are set annually by the Department of Defense. These categories and corresponding fees for each category determine the fees for full day and hourly care rates. Attached are the FY 00 fees for the Buckley Child Development Center. The fees listed are for 50 hours of care per week, including meals and snacks, for a maximum of 10 hours per day. These fees have been annualized to include a 2 week leave policy which allows your child(ren) to be absent up to 10 school days, per child without charge, during the fiscal year. The leave must be used in one week increments but can not be used until the child has been in care for at least two months. Children already enrolled in the program may not use the leave until 1 December 99. The fees will be effective Monday October 4, 1999 through Friday September 29, 2000. A sixth fee category has been added for families with Total Family Income in excess of \$70,000.
2. New registration packets will be available at the front desk on Tuesday September 7 and must be returned no later than close of business Friday September 17. With the registration packet, we will require a current leave and earnings statement or pay stub for each working household member, and a Family Care Plan for dual military families and single parents. Individuals not wishing to provide us current pay stubs will be placed in the highest fee category. A \$25 registration fee is also due at this time.
3. We are proud to offer a quality child development program for your children. If you have any questions, please feel free to contact Ms. Janice Hollen, 677-6174 or 6175.

Janice = 677-6174

Sincerely,

MICHAEL A. CONNELLY
Services Director

BUCKLEY ANGB
CHILD DEVELOPMENT CENTER
FY 00 FEES AND CHARGES

The following fees are based on fee ranges set by Department of Defense (DOD) according to provisions of the Military Child Care Act of 1996. Fees can only be adjusted once for each fiscal year. Parents' income data can only be collected once each fiscal year.

1. DETERMINING FEES: Parents enrolling children in the full day program must complete DOD Form 2652. The income reported on this form determines the tuition for these programs. The fee for hourly care is a flat rate.

FY 00 CATEGORIES	FAMILY INCOME
I	\$0 - 23,000
II	23,0001 - 34,000
III	34,0001 - 44,000
IV	44,0001 - 55,000
V	55,0001 - 69,999
VI	70,000 +

2. FEES FOR FULL DAY CARE: The following fees will be charged for full day care.

CATEGORY	FEE FOR FY 00
I	\$54
II	\$65
III	\$78
IV	\$88
V	\$103
VI	\$116

Fees for the full day program are due in advance of care. If paying weekly, fees are due by 5:45 P.M. each Monday for the week of care. These fees entitle a child to 10 hours of care per day, Monday through Friday. Parents will be charged \$1.50 for each additional ½ hour a child remains in care. This fee is due the day the additional hours are used. A late fee of \$3.00 per day per child will be charged for late payment of fees beginning COB Monday. If child care fees are more than a week late you will be denied child care until all fees are paid. It is the parents responsibility to ensure that child care payments are made in a timely manner. Due to the number of children enrolled in the center, we are unable to remind every parent when their fees are due.

3. HOURLY RATE: Hourly care patrons will be charged by the hour. Rates will not be prorated. The hourly rate for all categories is \$3.00 per hour with a minimum of 2 hours required.

4. HOLIDAYS: No credit will be given for federal holidays or special closures as directed by Executive Order.
5. LATE CHARGES: A late fee of \$1.50 per ½ hour, or portion thereof, will be assessed beginning the 16th minute for any patron picking up a child after the 10 hour limit. A late fee of \$1.00 per minute will be assessed beginning the sixth minute for any patron picking up a child after 1800 hrs.
6. ANNUAL REGISTRATION FEE: A \$25.00 annual registration fee for full time care will be charged per family upon enrollment. This fee will be collected on 1 October annually thereafter. A \$10.00 annual registration fee for hourly care will be charged per family upon enrollment.
7. MEALS: All meals and snacks are included in fees.
8. PAYMENTS: Payments can be made with cash, checks, or charged to a current Master/Visa card account. Customers are responsible for maintaining receipts in case of any discrepancy regarding their account and for tax purposes. We do not have a way of giving copies of receipts
9. DISENROLLMENT: A written notice of termination of enrollment must be submitted to the Child Development Center office two (2) weeks prior to the desired date of withdrawal of your child(ren). In the event that written notification is not received, the sponsor will then be charged for the 2 weeks.
10. VACATION POLICY: The fees have been annualized to include a 2 week leave policy which allows your child(ren) to be absent up to 10 school days, per child without charge, during the fiscal year. Families enrolling after 1 April 00 will be allowed 5 vacation days through the end of the fiscal year.

DEPARTMENT OF DEFENSE CHILD DEVELOPMENT PROGRAM REQUEST FOR CARE RECORD

PRIVACY ACT STATEMENT

AUTHORITY: PL 101-89 Sec. 1507; EO 9397.

ROUTINE USE(S): None.

PRINCIPAL PURPOSE(S): To collect applicant information for Child Development Programs and place applicants on waiting lists for program services. Information compiled from applications is also used to assist management determination of effectiveness of present and projection of future program requirements.

DISCLOSURE: Voluntary; however, failure to furnish requested information will result in an incomplete request for care record and possible loss of placement on Child Development Program waiting lists.

1. DATE OF REQUEST (YYYYMMDD)

2. EXPIRATION DATE (YYYYMMDD)

3. FAMILY INFORMATION

a. SPONSOR'S NAME (Last, First, Middle Initial)

b. SPOUSE'S NAME (Last, First, Middle Initial)

c. CHILD'S NAME (Last, First, Middle Initial)

d. CHILD'S DATE OF BIRTH (YYYYMMDD)

e. CHILD'S AGE

f. HOME ADDRESS (Street, City, State, Zip Code)

g. SPONSOR'S BRANCH OF SERVICE

h. DUTY ORGANIZATION

i. HOME TELEPHONE NUMBER (Include Area Code)

j. DUTY TELEPHONE NUMBER (Include Area Code)

k. SIBLING CARE (Complete a separate form and list name and date of birth for each child requiring care)

(1) NAME (Last, First, Middle Initial)

(2) DATE OF BIRTH
(YYYYMMDD)

(1) NAME (Last, First, Middle Initial)

(2) DATE OF BIRTH
(YYYYMMDD)

4. PROGRAM(S) DESIRED (X as applicable)

a. FULL-DAY CARE

e. FAMILY DAY CARE (FDC)

b. PART-DAY CARE

f. PART-DAY ENRICHMENT

c. SCHOOL-AGE

g. DAY CAMP

d. SPECIAL NEEDS

5. AGE GROUP (X one)

a. INFANTS (0 - 12 months)

b. TODDLERS (13 - 35 months)

c. PRESCHOOL (3 - 5 years)

d. SCHOOL AGE (5+ years)

6. SPONSOR STATUS (X one)

a. SINGLE MILITARY

e. SINGLE DOD CIVILIAN

i. MILITARY/UNEMPLOYED SPOUSE

b. DUAL MILITARY

f. RETIRED MILITARY

j. MILITARY/OTHER THAN DOD SPOUSE

c. MILITARY/DOD SPOUSE

g. MILITARY RESERVE

k. OTHER (Specify)

d. DUAL DOD CIVILIANS

h. NATIONAL GUARD

7. PRESENT CHILD CARE ARRANGEMENTS (X as applicable)

a. FDC ON-INSTALLATION

d. CIVILIAN CDC

g. IN-HOME CARE

b. FDC OFF-INSTALLATION

e. MILITARY ALTERNATE CARE

h. NO PRESENT CARE

c. OTHER MILITARY CHILD
DEVELOPMENT CENTER (CDC)

f. NON-MILITARY ALTERNATE
CARE

i. OTHER (Specify)

8. GENERAL INFORMATION (X and complete as applicable)

YES NO a. IF CHILD IS NOT PRESENTLY IN CARE, IS EMPLOYMENT
OF SPOUSE AWAITED? (If Yes, estimate average annual
income lost)

YES NO c. IS CHILD ON OTHER MILITARY WAITING LIST?
(If Yes, name installation)

b. HAS CHILD BEEN IDENTIFIED FOR SPECIAL NEEDS
CARE?

d. CURRENT COST OF CARE PER WEEK (If child is currently in care)

9. UPDATE REQUIRED PER INSTRUCTIONS (For Office Use Only)

	(1)	(2)	(3)	(4)	(5)
a. DATE CALLED (YYYYMMDD)					
b. DECLINED/ PLACED					
c. COMMENTS/ INITIALS					
d. PLACEMENT TIME (In months)					